

# INVENTORY PROCEDURES



**GSOC 0204**

## OVERVIEW

- Types of Inventories
- Temporary Loans
- Money Value Gains/Loss Notice
- Small Arms Report
- Subsidiary Files

## Policy

- Inventories are management tool
- O/H material will be inventoried at least annually
- Should coincide with 1 CMR reconciliation
- Results maintained on file yearly
- Inventoried incident with change of RO



Ref: MCO P4400.150\_, pg. 2-20

## Types of Inventory

### Spot:

1. One-time physical inventory
2. Known differences between records
3. Originated by using unit/SMU
4. Should not be posted





## Types of Inventory (cont'd)

### Cyclic:

1. Recurrent program
2. Ensures all assets are verified by physical count during prescribed period
3. Conducted by segments
4. Criteria determined locally



Ref: UM 4400-123 Vol I pg. 3-10-2

## Types of Inventory (cont'd)

### Annual Inventory:

1. Known as “Wall-to-Wall”
2. Complete inventory of accountable assets
3. Size of unit determines time
4. Mandatory requirement



## Inventory Preparation

### General break down:

1. Ensure all transactions have been processed
2. Freeze the account
3. Develop a spreadsheet



## Inventory Preparation (cont'd)

### Temporary loans:

1. Loans of organic property outside the command
2. Highly discouraged
3. Determination is made by CO
4. Made for only 30 days not to exceed 1 year





## Inventory Preparation (cont'd)

### Prepare the Warehouse:

1. Ensure all records are prepared for inventory
2. Ensure everything is in place
3. Have open access to all containers
4. Determine the order of inventory
5. Establish inventory teams
6. Start count teams



## BREAK



## Conducting the Inventory

- CMR clerk will annotate O/H Qty's
- Have a Marine identify all Temp Loan's and other misc. issues i.e. Security Cage
- Warehouse will prepare and annotate all O/H's and issues for IMR's, DRMO, etc.
- Inventory Teams will begin at opposite ends

**Ensure all spaces, closets, boxes are inventoried**

## Control Desk

- Normally controlled by Admin. Chief Warehouse Chief, or MAR clerk
- Compare counts from the teams
- Annotate matches, and if an imbalance occurs has location re-counted
- SupO, Supply Chief, or Warehouse Chief will verify Recount
- Once all quantities verified enter MAR O/H Qty



## Control Desk (cont'd)

- Identifies administrative errors
- Helps to determine the correct transaction to use
- Identifies procedural deficiencies to help prevent

waste, theft, and Improve supply support

- Timely adjustment of records is prudent



## When Required

1. On all NSN's with variances
2. All sensitive and locally-controlled and Marine Corps controlled items including reparables regardless of value



## When Required (cont'd)



3. All non-expendable property with extended dollar value of \$2500
4. Serialized non-controlled property extended dollar value of \$800
5. During Annual, Spot, Cyclic inventories:
  - Minimum of 20 NSNs or 20% of inventory variances, whichever is greater



## Causative Research Steps

- Ensure all transactions have processed on CMR
- Check Daily Histories and ATLASS
- Review historical MAR's and supporting documentation
- Have RO's verify all equip. issued is recorded



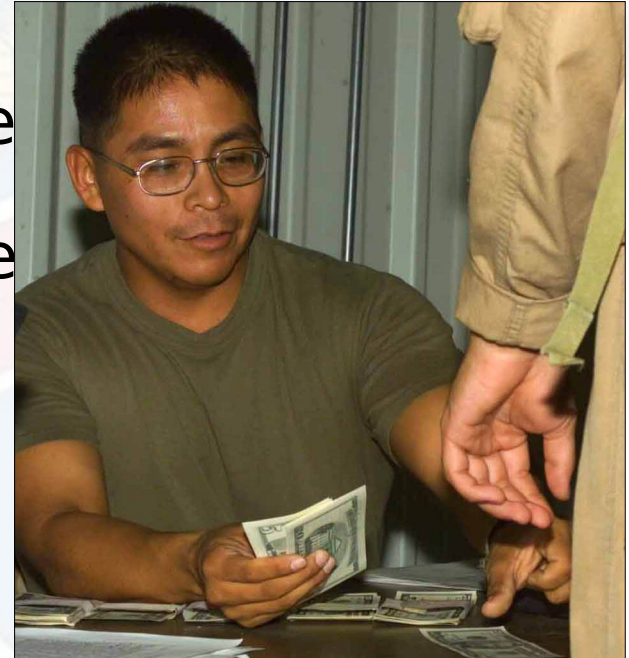


## Causative Research Steps (cont'd)

Check past Money Value Gain Loss Notice

1. Verify admin. Gain/loss is vouchered
2. Verify transactions that were in error
3. Verify misidentified items

Check Proof of Delivery Files



## Voucher Dump

- Voucher File listing “Voucher Dump”
- Purpose: listing of all transactions that were processed and passed the edit/error cycle in ATLASS/SASSY for the past 24 months
- Provided in NSN sequence by SMU



# Inventory Procedures

Ground Supply Officers Course

\*\* VOCF LISTING FOR M21810 \*\*

001015  
PAGE: 60

----- NSN	ORIGINAL TRANS	DATE
VOUCHERED		
-----		
2910001570650 CA 1278	DACML1 2910001570650	EA00005M2181012750002R ABK AF
<b>2910002380033</b> <b>13 A A 1284</b>	<b>D7PML1 2910002380033</b>	<b>EA00005M2181012810001R ABK</b>
2910002380033 CA 1283	DADML1 2910002380033	EA00010M2181012810001R ABK AA
2910002380033 CA 1283	DADML1 2910002380033	EA00010M2181012810001R ABK AA



# BREAK





## Report Results

- Explain the conduct and outcome
- Describe how inventory and causative research was conducted IAW MCO
- Recommended gains/losses for CO approval with adjustments attached



**See Appendix A**

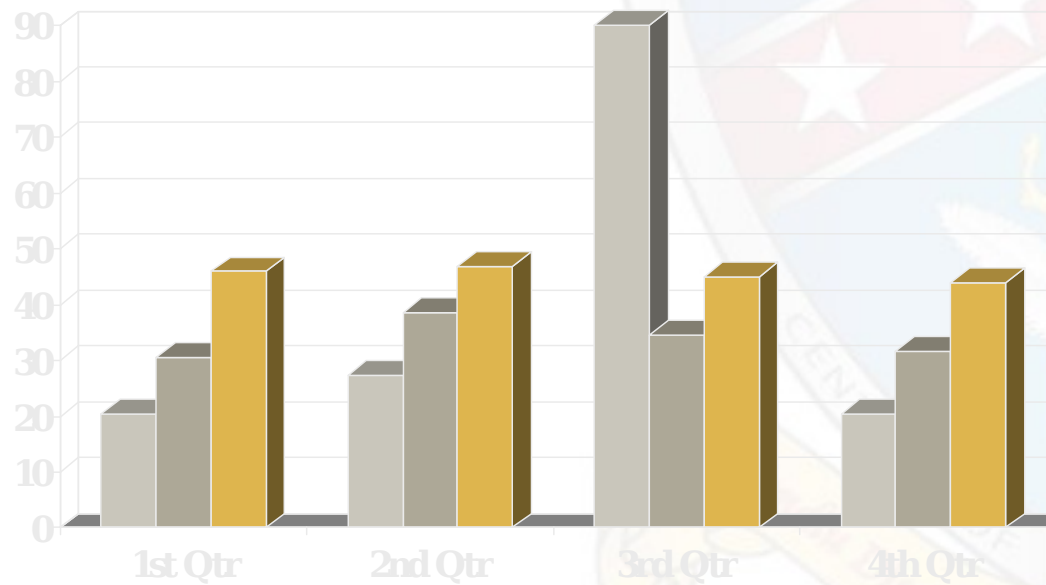
## Make Adjustments

1. Once CO approves adjustments only then can transactions be inducted
2. Transactions will correct records and produce the MVGL
3. Adjustments use D8/D9A's from inventory and D8/D9B's from causative research



## Maintain a Record

Once everything has been signed place all corresponding paper work in the inventory folder until the next Annual inventory





## Small Arms Report

1. DOD directed
2. Life-cycle control of small arms
3. Augment security control
4. Interface with DOD Central Registry





## Reportable Items

1. Rifles, Pistols, Revolvers
2. Line throwing guns, shotguns
3. MACHINE GUNS, Sub-machine gun
4. Pyrotechnic pistols, flamethrowers
5. Cannons (up to 30mm)
6. Grenade launchers



**Ref: MCO 8300.1C ENCLOSURE  
(1)**

## Reporting Procedures

1. At least once a year reporting unit's will receive a "Crane Report"
2. Report all increases/decreases to NSWC, Crane IN., w/DD Form 1348-1
3. When receiving weapons from other units, the DD Form 1348-1 must have certifying statement
  - If a discrepancy exists in serial numbers when received the corrected 1348-1 will be forwarded to Crane and the shipping unit.

## Reporting Procedures (cont'd)

4. All requests for adjustments of serial/quantities of small arms must have a cover letter signed by Accountable Officer

I certify that the serial numbers  
Listed hereon have been received.

\_\_\_\_\_  
I. M. AMARINE

## Inventory Procedures

1. Monthly: CO will appoint in Writing an inventory officer to conduct a monthly serialized inventory
2. Use Sub-Custody, Crane Reports and past Monthly reports to correct variances
3. Annually: Reporting unit's will conduct a thorough inventory. The Crane Report will be used to physically verify every weapon serial number





## Inventory Procedures (cont'd)

### STEP 1

VERIFY THE SERIAL NUMBER OF EACH SMALL ARMS WEAPON

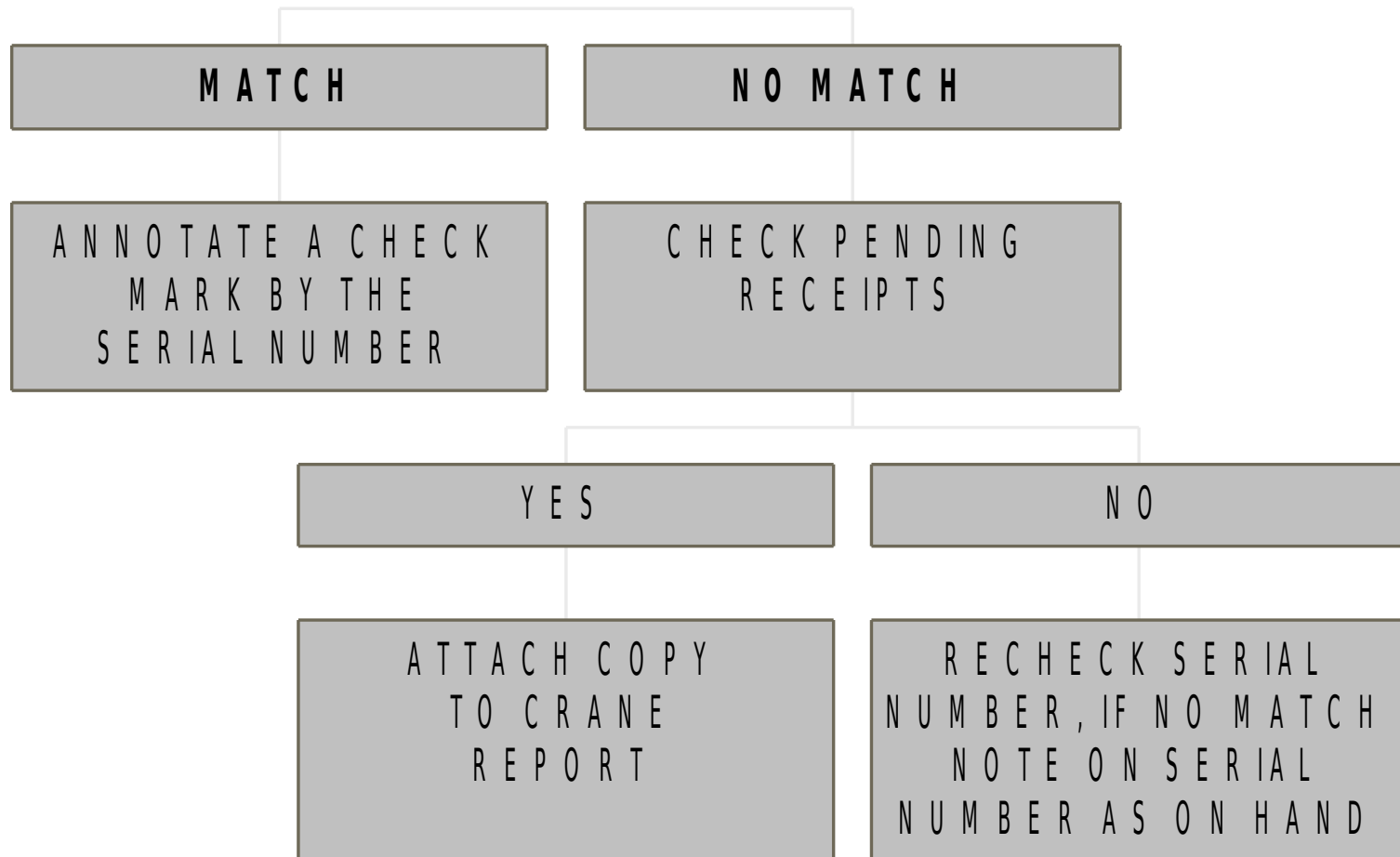
### STEP 2

MATCH THE SERIAL NUMBERS AGAINST CRANE REPORT

MATCH

NO MATCH

## Inventory Procedures (cont'd)



## Inventory Procedures (cont'd)

### STEP 3

PREPARE COVER LETTER

### STEP 4

ATTACH INVOICES OF  
SERIAL NUMBERS NOT POSTED TO CRANE

### STEP 5

IDENTIFY ALL SERIAL NUMBERS  
REFLECTING A DISCREPANCY

## Inventory Procedures (cont'd)

### STEP 6

C O S I G N S C O V E R L E T T E R

### STEP 7

P L A C E A C O P Y O F C O M P L E T E D  
R E P O R T I N V O U C H E R F I L E

### STEP 8

M A I L T H E O R I G I N A L T O C R A N E



## BREAK



## Subsidiary File

**Purpose:** To control items and to report such items that have not been issued for use to a RU

- Items that are serialized or are \$100 or more in value will be kept on record





## Subsidiary File (cont'd)

Composition: Elements required are:

1. Manufacturer's Name
2. Make
3. Model
4. Serial Number
5. Location of Item



## Subsidiary File (cont'd)

6. An NSN and USMC serial number can be added for more compatible record keeping
7. This is not a form, it must be created
8. Will be maintained in manufacturer's serial number sequence within item name sequence
9. When NSN/USMC serial number is used, records can be filed in NSN/USMC sequence
10. Destroy card once issued



## SUMMARY

1. The different types of inventory
2. Temporary loans
3. Money Value Gain/Loss Notices
4. Small Arms Report
5. Subsidiary Files



# BREAK

